

CHAPTER 7 RESIDENTIAL ACCESS

7.1 CHAPTER PURPOSE

This chapter describes standards and regulations associated with residential lots abutting State-maintained roadways. Access from residential lots has an impact on the mobility, safety, and efficiency of the abutting roadway. Control of these access points is necessary to maintain safety and increase efficiency of State-maintained roadways while allowing access to individual properties.

Residential access permits are issued by the Public Works Engineer in the respective county. A new permit must be obtained whenever a new or expanded entrance is being requested. Figure 7-1 shows the mailing address for each county.

Figure 7-1 DelDOT Public Works Engineers

New Castle County (DelDOT Canal District) Public Works Engineer 250 Bear-Christiana Road Bear, DE 19701
Kent County (DelDOT Central District) Public Works Engineer 930 Public Safety Blvd. Dover, DE 19901
Sussex County (DelDOT South District) Public Works Engineer P.O. Box 490 Georgetown, DE 19947

7.2 RESIDENTIAL ACCESS

Property owners of single residential lots wishing to gain access to a local road or a higher classification road according to Functional Classifications (see Appendix K), or a subdivision street already accepted into the State maintenance system shall adhere to the following criteria detailed in this section.

7.2.1 PERMIT APPLICATION PROCESS

The following documentation must be provided when applying for a residential entrance permit for access to a State-maintained road:

1. Any individual desiring to construct or reconstruct an entrance to serve a private single-family residence shall make written application to DelDOT in the District in which the construction is to take place before beginning any construction improvements on the property. The application form is available from the Public Works Engineer. A sample copy is provided at the end of this chapter.
2. The applicant shall include a plan, such as a Lines and Grades Plan, for the single residential lot. The plan shall fully comply with the local land use agency's most recent recorded plan (if any) for the site. The plan shall include sufficient detail including:
 - House location.
 - Driveway location.
 - Property lines.

- Tax Parcel Number.
3. The applicant shall include with the application proof of ownership from the local land use agency in the form of an official document on letterhead.
 4. If the applicant is not the current property owner the power of attorney form must be attached with the application. See Appendix E for a sample power of attorney form.
 5. The property owner must identify the proposed or existing entrance location. If the residential lot is part of a minor subdivision, a copy of the recorded minor subdivision plan must be included with the application form. If the entrance location has been identified on a recorded plan, the applicant shall stake it accordingly. Otherwise, the applicant shall stake the preferred entrance location. In either case, follow the procedure below:
 - Place two wooden stakes at the entrance. The stakes shall be visible 24 inches to 36 inches above the ground. The stakes shall be placed 24 feet apart, and as close to the roadside property line as possible, while being clearly visible from the road. The stakes shall not be set closer than five feet from the edge of pavement. If stakes are not placed, a permit will not be issued.
 - Tie ribbons or apply yellow paint to the top of stakes to make them clearly visible.
 - Write the property owner's last name on each stake.
 6. Upon review and approval of the application and the actual driveway location, the Public Works Engineer shall issue an entrance permit for the construction of the residential entrance. The design requirements outlined in Section 7.2.3 must be met by the applicant.

7.2.2 CONSTRUCTION RESPONSIBILITIES

The property owner shall be responsible for all costs associated with driveway installation

including drainage pipe, drainage pipe placement, excavation and backfill, and placing driveway materials. DelDOT will determine if any drainage pipe is necessary and notify the property owner with the size of pipe required.

The property owner shall coordinate with DelDOT for the inspection of the pipe placement, if required.

Should the construction not be completed to the satisfaction of DelDOT, the Department may seek compliance as permitted by the Delaware Code including the closing of the entrance. All costs associated with obtaining compliance shall be assessed to the property owner.

7.2.3 DESIGN REQUIREMENTS

The following design criteria apply to residential access on non-subdivision streets and are illustrated in Figure 7-2.

7.2.3.1 Number of Access Points

No more than one point of access should be provided for each property. If the property frontage allows for the proper spacing as outlined in Figure 9-1, additional access points may be granted.

DelDOT may grant a second point of access to single residential lots in special circumstances. These special circumstances may include:

- Needs of a handicapped resident.
- Proposed entrance location conflicts with septic system.
- No ability to provide a turn around.
- Construction of outbuildings that cannot be served by the original entrance.

7.2.3.2 Entrance Location and Spacing

Spacing of residential access shall comply with the requirements outlined in Figure 9-1. If these minimum requirements cannot be met because of insufficient roadway frontage, then the applicant shall provide a combined access with the adjacent lot.

When a property has frontage on two roadways, the driveway shall be located on the lower volume road. See Section 9.2 for more information on entrance policy and access spacing.

7.2.3.3 Entrance Width

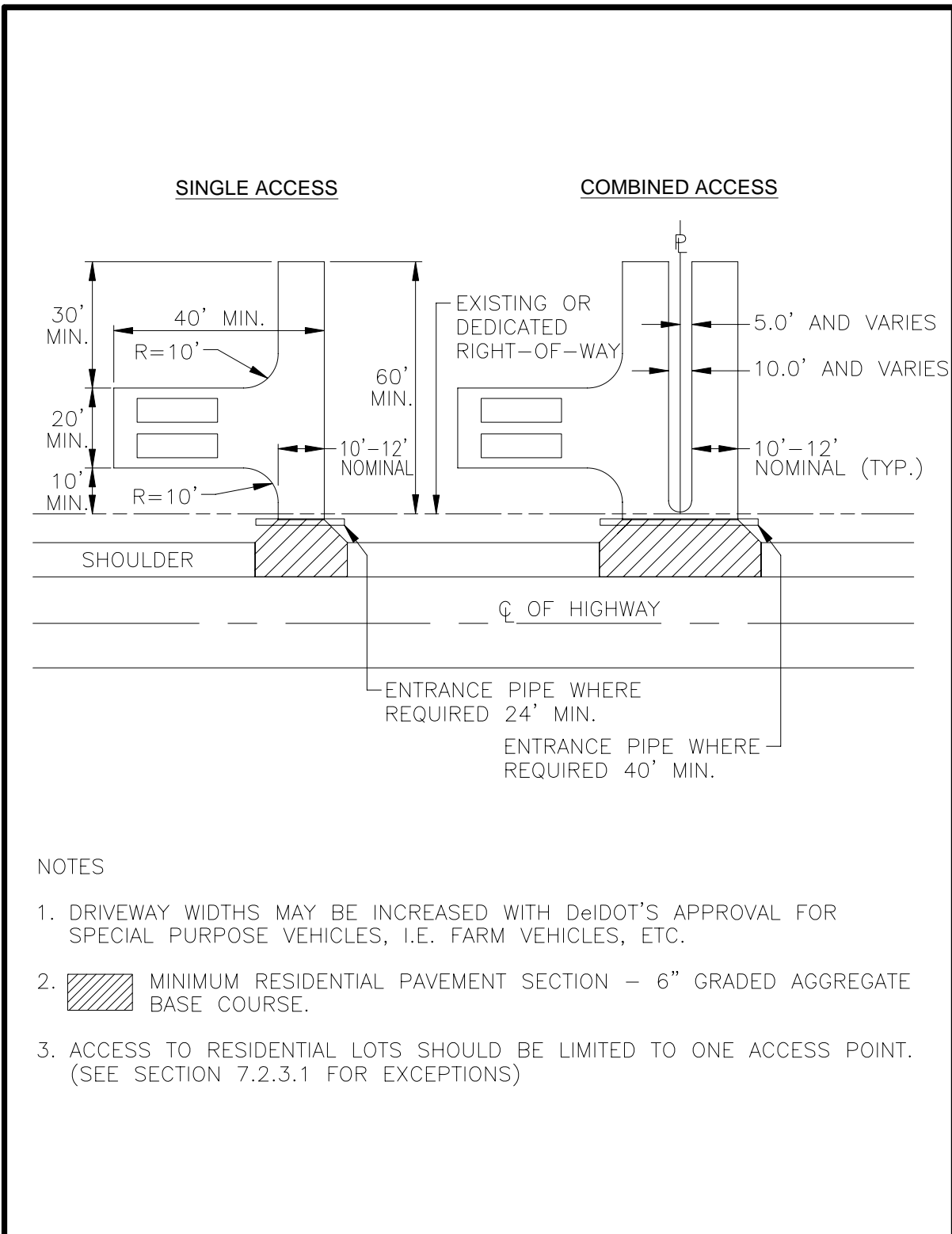
A single residential entrance shall have a width of ten to twelve feet. A combined residential entrance, serving two residential properties, shall have a width of 24 feet to 30 feet. Upon written request, DelDOT may consider entrance widths larger than those listed

above to accommodate larger vehicles (See Figure 7-2).

7.2.3.4 Entrance Profile

Profiles of entrances and exits shall be designed in accordance with these *Standards and Regulations for Subdivision Streets and State Highway Access*, and AASHTO's standards. Maximum grades shall not exceed 10%. Vertical curve transition shall be provided at the intersection of the driveway profile and the cross slope of roadway shoulder extended.

Figure 7-2 Residential Access Design Requirements



7.2.3.5 Entrance Drainage Pipe

Pipes are manufactured in various sizes, shapes, and materials. Entrance pipes commonly used in Delaware include:

- Reinforced concrete pipe (RCP) (round or horizontally elongated).
- Metal Pipe (MP).
- High Density Polyethylene (HDPE).

Metal Pipes (MP) shall not be used in corrosive environments, such as areas with water tables that are tidally influenced, or other areas where MP's have performed poorly. Use of MP must be approved by DelDOT prior to use.

Figure 7-4 below shows minimum cover depths for these pipes.

Figure 7-3 Residential Entrance Pipes

Material		Cover Depth*
RCP Class	III	> 1 ft.
	IV	6 in. – 1 ft.
	V	< 6 in.
HDPE		1 ft.
MP		1 ft.

* From top of pipe to bottom of the flexible pavement.

The longitudinal slope from the entrance pavement to the top of the pipe shall be 6:1.

7.2.3.6 Entrance Apron

Aprons shall be placed on residential driveways to facilitate turning movements. Entrance aprons shall be designed in accordance with DelDOT's current *Standard Construction Details* and Figure 7-4.

The area of the driveway between the edge of pavement for the State-maintained roadway and the right-of-way should be paved, but may be stabilized with graded aggregate base course.

7.2.3.7 Entrance Turnaround

Driveways shall be designed to provide storage for vehicles off the State-maintained roadway right-of-way and include a provision for vehicular turnaround to enable entrance to the State-maintained roadway in a forward direction.

7.2.3.8 Sight Distance

Driveways shall be clear and free of obstruction. A driver shall have an unobstructed view of the adjacent roadway and the ability to view any approaching vehicles at the intersection with the roadway.

Design guidelines necessary to provide sufficient sight distance shall be in accordance with AASHTO and Section 5.4 of these *Standards and Regulations for Subdivision Streets and State Highway Access*.

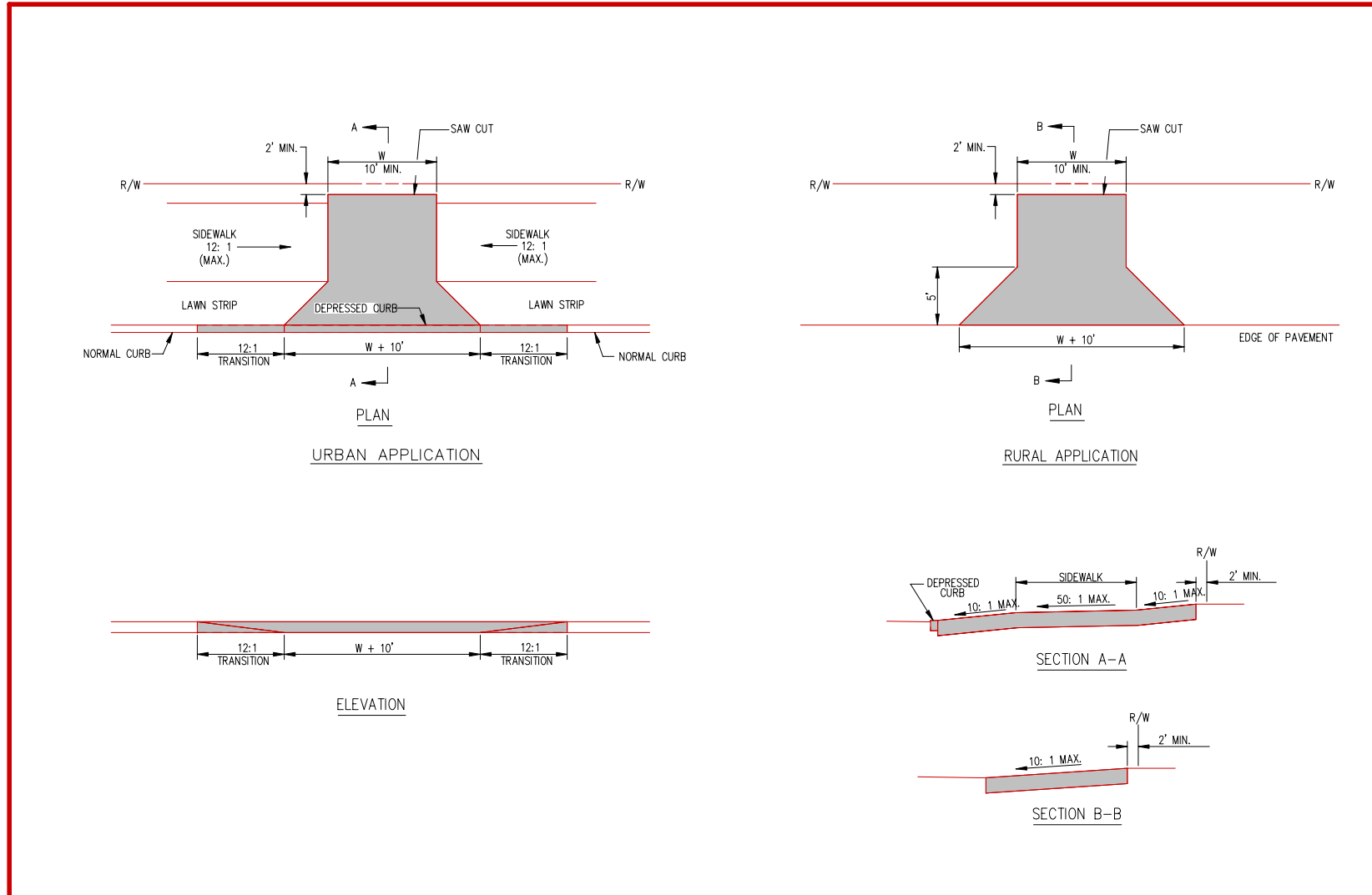
7.3 RESIDENTIAL ACCESS WITHIN SUBDIVISION STREETS

For residential access within subdivisions, the following criteria apply:

- No more than two entrances shall be allowed for each property on subdivision street type I.
- For subdivision street type II, no more than one point of access shall be provided for each property. DelDOT may grant a second access point as outlined in Section 7.2.3.1.
- The area of the driveway between the subdivision street and the right-of-way shall be paved.
- The driveway width may vary from 12 feet to 20 feet.
- An apron (as shown in Figure 7-4) may be placed as necessary.

For sidewalk placement across driveways see Chapter 5 and the *Standard Construction Details*.

Figure 7-4 *Entrance Apron*



7.4 MAILBOX REQUIREMENTS

No mailbox or newspaper delivery box (hereafter referred to as mailbox) shall be allowed to exist on the State-maintained roadway right-of-way if it interferes with the safety of the traveling public or the function, maintenance, or operation of the State-maintained roadway. A mailbox installation that does not conform to the provisions of this regulation is an unauthorized encroachment.

7.4.1 MAILBOX INSTALLATION

A mailbox installation that conforms to the following criteria shall be considered acceptable unless, in the judgment of DelDOT, the installation interferes with the safety of the traveling public or the function, maintenance, or operation of the State-maintained roadway.

7.4.1.1 Location

No mailbox shall be permitted where access is obtained from the lanes of a freeway or where access is otherwise prohibited by law or regulation.

Mailboxes shall be located on the right hand side of the roadway in the direction of the delivery route. The bottom of the box shall be set at an elevation established by the U.S. Postal Service, usually between 3.5 and 4 feet above the roadway surface.

On curbed streets the roadside face of the mailbox shall be set back from the face of curb distance between six and twelve inches. On roadways without curbs or all-weather shoulders and which carry low-traffic volumes operating at low speeds, the roadside face of a mailbox shall be offset between eight and twelve inches behind the edge of pavement.

Where a mailbox is located at a driveway entrance, it shall be placed on the far side of the driveway in the direction of the delivery route.

Where a mailbox is located at an intersecting road it shall be located a minimum of 100 feet beyond the center of the intersecting road in the direction of the delivery route. This distance shall be increased to 200 feet when the average daily traffic on the intersecting road exceeds 400 vehicles per day.

7.4.1.2 Structure

Mailboxes shall be of light sheet metal or plastic construction conforming to the requirements of the U.S. Postal Service. Newspaper delivery boxes shall be of light sheet metal or plastic construction of minimum dimensions suitable for holding a newspaper.

No more than two mailboxes may be mounted on a support structure. Lightweight newspaper boxes may be mounted below the side of the mailbox support.

A single 4"x 4" square or 4.5" diameter round wooden post or a metal post with a strength no greater than a 2" diameter standard strength steel pipe and embedded no more than 24 inches into the ground shall be acceptable as a mailbox support. A metal post shall not be fitted with an anchor plate, but it may have an antitwist device that extends no more than ten inches below the ground surface. Mailbox supports shall not be encased in concrete or brick.

The post-to-box attachment details should be of sufficient strength to prevent the box from separating from the post top if the installation is struck by a vehicle.

The minimum spacing between the centers of support posts shall be three-fourths the height of the posts above the ground line.

7.4.2 REMOVAL OF NON-CONFORMING OR UNSAFE MAILBOXES

Any mailbox that is found to violate the intent of this regulation shall be removed by the postal patron upon written notification by DelDOT.

At the discretion of DelDOT, based on an assessment of hazard to the public, the patron shall be granted not less than 24 hours nor more than 30 days to remove an unacceptable

mailbox. After the specified removal period has expired, the unacceptable mailbox shall be removed by DelDOT, at the postal patron's expense.

DELAWARE DEPARTMENT OF TRANSPORTATION	
APPLICATION FOR RESIDENTIAL ENTRANCE CONSTRUCTION PERMIT	
Property Owner's Name : _____	Date: _____
Mailing Address: _____ _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> City State Zip Code </div>	
Telephone No.: (____) _____ Cell No.: (____) _____	
Fax No.: (____) _____ E-mail Address: _____	
Tax Map I.D. No.: _____ (Example: SM 00 000 00 00 00 00 000)	
Applicant Name: _____	
Mailing _____ _____ <div style="display: flex; justify-content: space-between; width: 80%; margin: 0 auto;"> City State Zip Code </div>	Address: _____ _____
Telephone No.: (____) _____ Cell No.: (____) _____	
Fax No.: (____) _____ E-mail Address: _____	
Proposed/Existing entrance location (Mailing Address, Maintenance Road Name, or Road No.): _____ _____	
Nearest intersecting road (Name): _____	
Distance from entrance to nearest intersecting road: _____ Subdivision Name (If applicable): _____	
Location of proposed entrance shall be physically staked in field with property owner's name, as a condition of this application. Date when you can place stakes up at entrance: _____ If stakes are not in place, a permit will <u>NOT</u> be issued. mm/dd/yy Are you requesting a permit for an <u>existing</u> entrance or a <u>proposed</u> entrance? Existing or Proposed <div style="text-align: right;">(Circle one)</div>	
If applying for an <u>existing</u> entrance:	
* Will you be modifying or relocating the existing entrance? Yes _____ No _____ If yes (explain): _____	
* Was the existing entrance constructed within the past three years? Yes _____ No _____	
Describe modification you are proposing on the property (<i>Single Family Dwelling, Mobile Home, Replacement of Mobile Home, Echo Unit, Building, Additions, etc.</i>): _____ _____	
Additional Comments (Please write on back) _____ _____ <div style="text-align: right; margin-top: 20px;"> _____ Signature </div>	